



**PRE-QUALIFICATION OF
SUPPLIERS/SERVICE PROVIDERS FOR
GOODS, SERVICES AND WORKS
[IMBU/PQD/2024-2026]**

FOR

I&M BANK (UGANDA) LIMITED

September 2023

**I&M Bank (Uganda) Limited
Administration Unit
Plot 6/6A Kampala Road
P.O. Box 3072, Kampala, Uganda**

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SECTION 1

1.1 INTRODUCTION

I&M Bank (Uganda) Limited ("**the Bank**") invites interested and eligible service providers to respond to this prequalification notice under the listed categories as published on the Bank's website <https://www.imbankgroup.com/ug>. At the end of this exercise, successfully shortlisted providers shall constitute the Bank's Approved List of Service providers for the period 2024-2026.

1.2 INSTRUCTION TO APPLICANTS

All interested respondents are hereby advised to adhere to the prequalification instructions listed below;

- a) Interested service providers are invited to apply for prequalification, indicating the category (as per details published on the Bank's website) of services they wish to provide.
- b) Please note that as part of your submission in response to this notice, the **category number and description** for the services you wish to be prequalified for **MUST** be clearly expressed. Failure to adhere to this instruction shall lead to automatic DISQUALIFICATION.
- c) Respondents are encouraged to carefully read the contents of this document and provide ALL the required information together with supporting documentation.
- d) Entities holding valid contracts with the Bank and those successfully onboarded during the 2020/2023 prequalification exercise are REQUIRED to respond to this notice.
- e) All documents must be submitted in English Language.
- f) Applicants should note that participation in this prequalification process does not amount to any contractual obligation on the part of I&M Bank (Uganda) Limited, and that the Bank is not obliged to shortlist entities as approved providers by virtue of their participation in this prequalification process.
- g) Any false or incorrect information provided as part of responses to this Prequalification Request for Information (RFI) shall lead to disqualification of the entity in breach.
- h) It is important that applicants disclose any material conflict of interest associated with current staff of the Bank. Applicants shall disclose those conflicts of interest that cannot reasonably be avoided for review and consideration by the Bank. Failure to disclose a potential conflict of interest shall lead to blacklisting of the noncompliant entity.
- i) Non-payment of the mandatory non-refundable fee of **Ugx. 100,000** shall lead to disqualification. (Payment shall be made on Account Number: **11730719010101-Sundry Creditors-Provn**)
- j) Late submission will not be acceptable. Any application (s) received after the date/time of closure will be considered as late and disqualified.
- k) The applicants shall compile and submit hard copy prequalification documents marked with the Category Number and Description addressed to:

**Secretary Tender Committee
I&M Bank (Uganda) Limited,
Plot 6/6A Kampala Road
P.O. Box 3072, Kampala, Uganda**

- l) Prequalification responses (**Hardcopies only**) should be submitted not later than **5:00pm on 12th October 2023**.
- m) Late submissions shall be rejected.
- n) **Anti-Bribery & Corruption:** The Bank is committed to fighting bribery, canvassing and corruption across all its engagements with external suppliers. You are hereby notified that all Bank officials are prohibited from soliciting bribes from suppliers in return for favours. Suppliers are also prohibited from offering any form of bribe, inducement, or favour to any Bank official. Any cases of Bribery and Canvassing shall lead to AUTOMATIC DISQUALIFICATION of the Bid.
- o) **Harassment:** Either Party or any person acting on their behalf shall not engage in or permit any form of harassment including harassment related to (a) sexuality or any sexual conduct of an unwanted nature; (b) gender; (c) physical, verbal, or psychological abuse; (d) race; (e) religion or belief or (f) threats of violence, physical abuse of the other party's employee(s) during the lifetime of this contract.
- p) **NOTE:** The prequalification evaluation exercise shall exclusively be premised on documentation submitted by respondents and relevant findings from supplementary due diligence reference checks (as applicable). Failure to submit quality and complete documentation as requested herein shall be treated as Non-Compliance and the Bank shall **NOT** allow secondary review or submission of follow up documents missed out in the initial/official submission.

Note: Minority owned entities i.e., Women, Youth and People with Disabilities are strongly encouraged to participate in this process.

1.3 ELIGIBILITY REQUIREMENTS

- a) It is mandatory for entities responding to this notice to submit documents that confirm their legal existence i.e. Memorandum & Articles of Association, Power of Attorney, Certificate of Incorporation/Business Registration Certificate for Sole Proprietorship, Company form 20 (particulars of Directors), Company form 18 (registered place of address), etc. as applicable.
- b) Valid Trading License and/or equivalent documents.
- c) The entities shall provide evidence of having fulfilled their obligations to pay taxes. Such evidence shall be a copy of the latest Tax Clearance Certificate.
- d) The entities shall provide evidence of experience executing supplies/services/works of a similar nature for at least (3) three reputable organizations (preferably Financial Institutions).
- e) Financial Performance, Revenue, Asset base and Profitability for last three (3) years ie 2022, 2021, 2020
- f) Supplier's Bankers, Bank Letter confirming Accounts held and Period.
- g) Qualifications and Competence of Staff, Relevant qualifications in the industry.
- h) The entities must complete and sign the declaration of interest form (attached herewith).
- i) Entities in which a former I&M Bank staff member is an owner, principal, director, or officer, or holds a financial interest shall **ONLY** be eligible for prequalification twelve (12) months after such former staff has left the service of the Bank (cooling off period).
- j) Entities in which a current I&M Bank staff member is an owner, principal, director, or officer, or holds a financial interest are **NOT** eligible to participate in this prequalification invitation.
- k) Entities in which a current I&M Bank staff member is an owner, principal, director or officer, or holds a financial interest are **NOT** eligible to participate in this prequalification invitation.

1.4 CONSIDERATION OF PRE-QUALIFICATION DOCUMENTS

- a) The Bank reserves the right to accept, disqualify or reject any pre-qualification application at any time during the evaluation process without incurring any liability to any respondent or any obligation to inform the applicant of the grounds for its action.
- b) The Bank’s decision regarding the acceptance or non-acceptance of a pre-qualification application (based on the adopted evaluation criteria and related considerations) shall be final and the Bank is not obliged to furnish any reason for the decision adopted.

1.5 COST OF PRE-QUALIFICATION

The respondents shall bear all costs associated with the preparation and submission of pre-qualification documents.

1.6 KEY PROCESS TIMELINES

No.	MILESTONE	TIMELINE
1.	Prequalification Notice Advertisement in Public News Paper	28 th September 2023
2.	Prequalification Bid Document Publication on the Bank’s website	28 th September to 12 th October 2023
3.	Payment of Non-Refundable Prequalification Fees	Immediately
4.	Deadline for Submission of Prequalification RFI responses	12 th October 2023

SECTION 2
PREQUALIFICATION SUBMISSION SHEET

[IMBU/ PQD /2024-2026

[Please complete this form with all the requested details and submit it as the first page of your prequalification submission and attach all relevant documentation required in this invitation document. Feel free to redraft and/or edit the form below if more fields are required to capture your entity details]

1.1 Prequalification Category

Supply Category	
Category Reference	

1.2 Summary of Company Details

Please complete the entity details required in the table below;

Company Name:		
Head office physical address:		
Postal Address:		
Email Address:		
Telephone Contacts:		
TIN No:		
Shareholders: (Name, Nationality, and percentage (%) shareholding)	1.	
	2.	
	3.	
	4.	
Details of Directors: (Names & Nationality)	1.	
	2.	
	3.	
	4.	
If the company is a subsidiary of another company, please indicate details of the holding or parent company including shareholding and director details (as above).		

1.3 Client Reference Information

Please provide referees (previous clients) that I&M Bank can approach for proof of ability to deliver similar Goods/Services.

Details	Referee 1	Referee 2	Referee 3
Name of Company			
Address			
Contact Name			
Contact E-mail			
Telephone No.			

1.4 Checklist of Required Documentation/Information

Respondents are required to assess their level of compliance to the prequalification requirements using the checklist below.

No.	Requirement	Yes	No	Comment
1.	Certificate of Incorporation/Certificate of Registration for Business, Deed of Partnership and Sole Proprietorship, Power of Attorney			
2.	Memorandum & Articles of Association/Partnership Deed			
3.	Company form 20 (particulars of Directors) and Company form 18 (registered place of address),			
4.	Notice of beneficial owners' form (For Companies & Limited Liability Partnerships only)			
5.	Current Trading Licence/Equivalent Documentation			
6.	Current Tax Clearance Certificate (TCC).			
7.	Statutory tax registrations – TIN & VAT			
8.	Details of items/services to provide			
9.	Copy of Quality Management Policy and/or Quality Certification certificates e.g., ISO, UNBS			
10.	Copy of Environmental Governance Policy			
11.	Completed and signed Declaration of Interest form			
12.	Audited financial accounts for the past three (3) years 2022, 2021, 2020			
13.	At least three (3) client references/ recommendation letters from key clients (preferably Financial Institutions).			
14.	CVs & certifications of technical personnel within the Company (applicable for professional/technical services)			
15.	Evidence of Accreditation by relevant Professional Bodies e.g., SRB, ICPAU, ULS, UIPE (where applicable)			
16.	Supplier's Bankers, Bank Letter confirming Accounts held and Period.			
17.	Proof of payment of the non-refundable prequalification fee of Ugx 100,000.			

Prequalification Document Authorized By:

Signature: _____
 Name: _____
 Position: _____
 Date: _____ (DD/MM/YY)

**APPENDIX A
DECLARATION OF INTEREST**

A. All suppliers are required to declare any interest that.

- They or their employees may have in I&M Bank Uganda Limited.
- Any I&M Bank Uganda Limited employee may have in the supplier entity.

B. Accordingly, duly stated authorized signatories of the Supplier entity are required to complete and sign this declaration of interest form;

1. Are you or any person associated with your pre-qualification application employees of I&M Bank Uganda Limited?

Yes No

If yes, state particulars

.....

2. Have you, or any person associated with your pre-qualification application any relationship (family, friend) with any person employed in I&M Bank (Uganda) Limited who may be involved with the evaluation and adjudication of pre-qualification application?

Yes No

If yes, state particulars

.....

3. Are you, or any person associated with your pre-qualification application aware of any relationship (family, friend) between the supplier entity and any person employed in I&M Bank (Uganda) who may be involved with the evaluation and adjudication of pre-qualification application?

Yes No

If so, state particulars

.....

Name of Entity:

Signature of Declarant:

Position of Declarant:

Date: (DD/MM/YY)

APPENDIX B

EVALUATION CRITERIA - GENERAL PREQUALIFICATION

NOTE: The Bank shall undertake the prequalification evaluation exercise exclusively against documentation submitted by respondents and relevant findings from related premises visits (as applicable). Failure to submit quality and complete/comprehensive documentation/information as requested herein shall be treated as Non-Compliance and the Bank shall NOT allow secondary review or submission of follow up documents/information missed out in the initial submission. I&M Bank (Uganda) Limited plans to evaluate pre-qualification documents against on the following parameters;

No.	Classification	Category	Evidence Required
1.	Eligibility & Administrative Assessment		
a)	General Eligibility (Verification of documentation provided) [Evaluated on a 'Pass or Fail' Basis]	All	Evidence of Payment of Prequalification Fees (Payment Receipt), Copies of Certificate of Incorporation, Memoranda & Articles of Association/Partnership Deed, Current Trading License/Equivalent Documentation, Current Tax Clearance Certificate (if I&M Bank (Uganda) Limited TIN 100023319), Statutory tax registrations – TIN & VAT, Company Form 20, Notice of beneficial owners' form (For Companies & Limited Liability Partnerships only), Copy of Quality Management Policy and/or Quality Certification certificates e.g. ISO, UNBS Copy of Environmental Governance Policy
b)	Conflict of Interest declaration	All	Signed Declaration of Interest Form
c)	Verifiable Business premises	All	Company Form 18 (registered place of address)
2.	Financial Assessment		
a)	Financial Performance (Profitability, Liquidity ratio and Annual Turnover)	All	Audited financial accounts for the past three (3) years 2022, 2021, 2020
3.	Technical Requirements		
a)	Experience providing similar/related services	All	Reference letters from at least three (3) current relevant clients (preferably financial institutions)
b)	Professional Certification And/Accreditation	Professional Services	Relevant Professional Body Certification E.g., ICPAU, SRB, ERB, Uganda Law Society, CREST, Etc (as applicable)
c)	Professional Indemnity Insurance	All	Current Professional Indemnity Cover
d)	Manufacturers' Authorisation	All	Current/Relevant Manufacturer authorisation letters / Certificates (where applicable)
e)	Relevant Local & International Quality Standard (s) certification	All	Relevant certification E.g., UNBS, ISO, Etc (where applicable)
f)	Qualification and Competence of Staff	All	CVs & certifications of technical personnel within the Company
g)	Accounts	All	Supplier's Bankers, Bank Letter confirming Accounts held and Period.
h)	Product Category	All	Details of items/services to provide

APPENDIX C
LIST OF SUPPLIES, SERVICES AND WORKS

The List and codes of supplies, services, or works to be provided include but are not restricted to the following:

CATEGORY	DESCRIPTION
CATEGORY- SUPPLIES/GOODS	
IMBU SUP/1/001	Supply of Computers, Printers, Photocopiers, Counter POS Machines, LCD Projectors and Related Consumables & Accessories equipment installation and maintenance.
IMBU SUP/1/002	Supply of IT Software, Hardware, licenses & applications (Servers, Switches, Racks)
IMBU SUP/1/003	Supply of ATMs, Installation and Maintenance
IMBU SUP/1/004	Supply, Installation and Maintenance of UPS, Inverters and Stabilizers
IMBU SUP/1/005	Supply and installation of PABX, Telephone Accessories
IMBU SUP/1/006	Supply of Note and Coin Counting Machines, Cheque encoders, embossing machines equipment installation and maintenance
IMBU SUP/1/007	Supply, installation and maintenance of Strong room/vault doors, vault safes, Fireproof cabinets.
IMBU SUP/1/008	Supply of related Office equipment's & tools (stamps, seals, staff Identity Cards, electrical equipment, and Accessories)
IMBU SUP/1/009	Supply and installation of Security systems (CCTV, Access control, Automatic alarms, panic buttons and Locking systems)
IMBU SUP/1/010	Supply of Fire Fighting Equipment's, installation, and maintenance (Smoke detectors, alarms etc.)
IMBU SUP/1/011	Supply of Office Furniture, furnishings, and fittings
IMBU SUP/1/012	Supply of Television sets, Music systems, Digital cameras, Fridges, Coffee makers and Microwaves and related electronics.
IMBU SUP/1/013	Supply of Branding & Promotional merchandised items (Caps, pens, umbrellas, snapper frames)
IMBU SUP/1/014	Supply of Kitchen appliances, electronics, and household items
IMBU SUP/1/015	Supply and delivery of office Drinking Water, Dispensers, Disposable Cups and Bottles.
IMBU SUP/1/016	Supply of Sports items and corporate uniforms
IMBU SUP/1/017	Supply of Exhibition Tents and related services
IMBU SUP/1/018	Supply and installation of archiving shelves and relates materials
IMBU SUP/1/019	Supply of Office Flowers
IMBU SUP/1/020	Supply of Motor vehicles
IMBU SUP/1/021	Provision of Motor Vehicle Repairs and Maintenance
IMBU SUP/1/022	Supply of Petroleum products and other lubricants
IMBU SUP/1/023	Supply, installation, and maintenance of power related equipment's like Generators, UPS & Solar equipment.
IMBU SUP/1/024	Supply, installation & maintenance of Air Condition equipment's.
IMBU SUP/1/025	Supply of General office stationery both printed and non-printed
CATEGORY- SERVICES	
IMBU SVCS/2/001	Provision of Public Relations and Media Buying Services
IMBU SVCS/2/002	Provision of Courier services (Local and International)
IMBU SVCS/2/003	Provision of Catering services
IMBU SVCS/2/004	Provision of Leasing, Maintenance and Repair of photocopiers, Shredders, UPS, Cash Deposit Machine (CDM) Laptops, Desktops
IMBU SVCS/2/005	Provision of Electrical Wiring and Networking infrastructure Service
IMBU SVCS/2/006	Provision of Legal and Debt Collection Services
IMBU SVCS/2/007	Provision of Building Design, Architectural and Construction Supervision Services

IMBU SVCS/2/008	Provision of Equipment, Property, assets Valuation services
IMBU SVCS/2/009	Provision of Credit Reference Bureau and Financial Card Services
IMBU SVCS/2/010	Provision of Web hosting services
IMBU SVCS/2/011	Provision of Document and Plastic Destruction services
IMBU SVCS/2/012	Provision of Motor Vehicle and Cycle Washing services
IMBU SVCS/2/013	Provision of Insurance and Brokerage services
IMBU SVCS/2/014	Provision of Accounting and Audit services
IMBU SVCS/2/015	Provision of Security Risk Solutions
IMBU SVCS/2/016	Provision of Photography services
IMBU SVCS/2/017	Provision of Provision of Marketing Experiential services
IMBU SVCS/2/018	Provision of Creative & Digital services
IMBU SVCS/2/019	Provision of Hotel, accommodation, and conference facilities services
IMBU SVCS/2/020	Provision of Market Research services
IMBU SVCS/2/021	Provision of Archival Management Services
IMBU SVCS/2/022	Provision of Repairs and maintenance of electronic equipment
IMBU SVCS/2/023	Provision of Health, Safety, Fire and First Aid Services
IMBU SVCS/2/024	Provision of Security services (Cash in Transit, armed & un-armed guards, gadgets)
IMBU SVCS/2/025	Provision of Air travel agency services
IMBU SVCS/2/026	Provision of Cleaning Services (Sanitary, Garbage Collection, fumigation, and related services)
IMBU SVCS/2/027	Provision of Human Resource Training & Consultancy services
IMBU SVCS/2/028	Provision of Transport & vehicle Hire Services
IMBU SVCS/2/029	Provision of Cyber security, IT Managed services and software services
IMBU SVCS/2/030	Provision of Motor vehicle & Cycle repair and maintenance services
IMBU SVCS/2/031	Provision of Human resource and Consultancy services (Recruitment services, leadership development and coaching, team building facilitation, counselling services etc.)
IMBU SVCS/2/032	Provision of Staff medical services
IMBU SVCS/2/033	Provision of Repair and maintenance of IT Equipment e.g servers, computers, printers, and laptops
IMBU SVCS/2/034	Provision of Clearing & forwarding Services
IMBU SVCS/2/035	Provision of Human Resources Payroll management system
IMBU SVCS/2/036	Provision of Data Analytics and Artificial Intelligence Services
IMBU SVCS/2/037	Provision of Executive Medical Assessment Services
IMBU SVCS/2/038	Provision of Cloud Engineering Services
IMBU SVCS/2/039	Provision of Branding services
IMBU SVCS/2/040	Provision of Consultancy Services (Strategy Development, Project Management, etc
IMBU SVCS/2/041	Provision of events Livestreaming and Webinar Services
IMBU SVCS/2/042	Provision of Branded Point of sales items
CATEGORY- WORKS	
IMBU WKS/3/001	Provision of Office/Branch Construction works (Civil, Mechanical and Electrical)
IMBU WKS/3/002	Provision of Partitioning and Renovations (Minor Structural Repair Works)
IMBU WKS/3/003	Provision of Partitioning and Renovations (Aluminum works)
IMBU WKS/3/004	Provision of Telephones Repairs and Connections
IMBU WKS/3/005	Provision of Office Repairs and Fabrication
IMBU WKS/3/006	Provision of Plumbing and fittings works
IMBU WKS/3/007	Provision of Paint Materials and Related Services